

IRIS User Manual

Case scenarios

The following scenarios provide a series of steps for using the various functions of the Website. These scenarios are not meant to be specific, step-by-step instructions. Although the actual steps may change slightly over time, the concepts will remain the same.

I. General Information Center

This Center is available to anyone who accesses the Web site. No student ID or password is required.

A. How do I **view** an **entire catalog**?

Note: In the past, Instructor-led and Self-study courses were listed together as one catalog. Now they are in separate catalog sections.

1. From either the Instructor-led or Self-study areas of the site, choose View entire catalog.
2. A list of courses will be displayed.
 - a. Use the buttons on the top of the page to filter the list.
3. To gather more detail about a course, select a course and use one of the buttons at the bottom of the page.

B. How do I **view** more **information** about a **course**?

1. From either the Instructor-led or Self-study areas of the site, choose View entire catalog or use one of the search features.
2. A list of courses will be displayed.
 - a. Use the buttons on the top of the page to filter the list.
3. From the list, select a course. To select a course, click on the arrow next to the course title chosen. This will turn the arrow red and make it flash.
4. Then, click on the View course detail button at the bottom of the page.
5. The page will refresh and provide the course detail.
6. To get back to the previous list to choose another course or find out even more information about the course, click on Return to list. **Caution:** Do NOT use the browser back button.

C. How do I **print** **information** about a **course**?

1. From either the Instructor-led or Self-study areas of the site, choose View entire catalog or use one of the search features.
2. A list of courses will be displayed.

- a. Use the buttons on the top of the page to filter the list.
3. Select a course from the list. To select a course, click on the arrow next to the course title chosen. This will turn the arrow red and make it flash.
4. Then, click on the Print course detail button at the bottom of the page.
5. The page will refresh and provide a printable course detail.
6. Right-click the main body of the page and choose print from the data that appears; then click ok.
7. Use the navigation on the left-hand menu in order to leave the print screen.

D. How do I **view** the **class schedule** for a **specific course**?

1. From the Instructor-led area of the site, choose View entire catalog or use one of the search features.
2. A list of courses will be displayed.
 - a. Use the buttons on the top of the page to filter the list.
3. Select a course from the list. To select a course, click on the arrow next to the course title chosen. This will turn the arrow red and make it flash.
4. Then, click on the View scheduled button at the bottom of the page.
5. The page will refresh, and the classes that are scheduled for that course will be visible. If no classes are displayed, the course currently has no scheduled classes.
6. To go back to the course list, click the Return to list button. If you want more information, use one of the other buttons on that page.

E. How do I **view more information** about a **class**?

1. From the Instructor-led area of the site, choose View entire catalog or use one of the search features.
2. A list of courses will be displayed.
 - a. Use the buttons on the top of the page to filter the list.
3. Select a course from the list. To select a course, click on the arrow next to the course title chosen. This will turn the arrow red and make it flash.
4. Then, click on the View scheduled button at the bottom of the page.
5. The page will refresh, and the classes that are scheduled for that course will be visible. If no classes are displayed, the course currently has no scheduled classes.
6. If a class is displayed, click the View class detail button.
7. The page will refresh, and more information will be displayed about the class.
8. To go back to the course list, click the Return to list button.

F. How do I **search** for a **specific course**?

1. From either the Instructor-led courses or the Self-Study courses area, choose one of the following search engines: Search by course title, Search by course title and description, or Search by course number.
2. In the text box, enter the word or phrase you're seeking.
 - a. To search for courses that have the word 'Basic' in their titles and description, enter the word 'Basic' in the text field and click GO. If the list that is displayed is too long, add more text to narrow the search. Click go.
3. A list of courses matching the word or phrase will be displayed; if no courses are displayed, then refine the search and try again.
4. Enter a new search phrase and start over, or use one of the buttons at the bottom of the page.

G. How do I **view** a **complete schedule of classes**?

1. Click on the Class Schedule.
2. A calendar will display all of the scheduled courses.
 - a. Use the calendar function to move between months.
 - b. Use the buttons at the top of the page to filter the calendar.
 - c. View the entire class schedule as a list by mousing over the View as button and choosing List.
3. Select a course and use one of the functions at the bottom of the page to access more information.

H. How do I find out more about Albuquerque, get my Point of Contact, or get quick help or contact information?

1. Click on General help and information.
2. Find the link that you feel would be the most applicable and read.

II. **Student Information Center**

This center requires a login with a valid student number and password to utilize these features.

A. How do I **request a course**?

1. Click on General Information Link on Main Menu.
2. Choose Instructor-led or Self-study.
3. From the Instructor-led or Self-study areas of the Website, choose View entire catalog, or use one of the search features.
4. A list of courses will be displayed.
 - a. Use the buttons on the top of the page to filter the list.

5. Select a course from the list. To select a course, click on the arrow next to the course title chosen. This will turn the arrow red and make it flash.
6. Then, click on the Request course button at the bottom of the page.
7. A series of input boxes will appear. Answer the questions appropriately.
8. You'll know your request was accepted.
9. The request will be sent to the appropriate Point of Contact.

Note: Submission of a request is not a registration. Requests are electronically transmitted to a POC. The POC will approve the request or deny the request. When the POC approves the request, the student's name electronically gets added to the class. Nevertheless, registration is assured only when the POC & student receive a confirmation e-mail.

B. How do I **view** a list of **classes** I have **requested** that are **not yet approved**?

1. Click on Student center.
2. Click on Your request list.
3. A list of classes requested will be displayed. A status of pending means the Point of Contact is in the process of approving or denying the request.

Note: Students should check frequently on the status of course requests to know whether to follow-up with the POC.

Note: Once a class is approved, it will be removed from the request list and added to "Your Class Schedule."

C. How do I **delete** a **request** I made?

1. Click on Student center.
2. Click on Your request list.
3. Select the request to be deleted.
4. Click the delete button.
5. Answer the questions that follow.
6. The request will be deleted.
7. An e-mail will be sent to the student and the POC confirming the deletion.

D. How do I **view** a **list of classes** I am **registered** for?

1. Click on Student center.
2. Click on Your class schedule.
3. A list of classes you are registered for will be displayed. Use any of the buttons at the bottom of the screen to find out more information.

Note: Students will not be able to delete a registration. They must contact their POCs to be removed from a course they are registered for.

E. How do I **view and/or print my training history?**

1. Click on Student center.
2. Click on Your training activity.
3. Choose either Instructor-led training history or Self-study training history.
4. A list of classes you have completed will be displayed.
5. You can print the list.

Note: To get a complete training history, you will need to print from both the Instructor-led and Self-Study history listing.

III. Point-of-Contact (POC) center

This center requires a POC login with a valid e-mail address and password.

A. How do I **handle a student request?**

1. Click on Student registration.
2. Click on Student requests.
3. A list of students' requests will appear.
4. Choose a request to modify.
5. Choose one of the following functions.
 - a. Approve request—this button will register a student for a course. (E-mail sent to POC and student).
 - b. Deny request—this button will deny a student from registering for a course. (An e-mail will be sent to POC and student to confirm denial. The denial will show up in the student's request list)*.
 - c. Mark pending—this button may be used to change a denial of request back to pending status if the POC decides to reconsider the request.
6. Appropriately answer the questions that follow.
7. The modification will be made.

* The request will no longer be displayed in the POC's request list.

B. How do I **register a student** who has **not used** the **Website's request process?**

1. Click on Student registration.
2. Click on Register student.
3. There will be two lists displayed: a student list and a class list
4. Choose a student from the top list.
5. Choose a class from the bottom list.
6. Click on Register student.
7. Answer the displayed questions appropriately.
8. The student will be registered. An e-mail will be sent to the student and the POC confirming registration.

C. How do I **delete a student's registration?**

1. Click on Reports.
2. Click on Staff registrations.
3. Select the registration to delete.
4. Click on the Delete registration button.
5. Answer the displayed questions appropriately.
6. The registration will be deleted. An e-mail will be sent to the student and the POC to confirm the deletion.

D. How do I **view** a **student's training activity**?

1. Click on Reports.
2. Click on Staff's training history.
3. A page with a list of students will be displayed.
4. Choose the student whose history is to be displayed.
5. Select a history to view by clicking on the appropriate button.
 - a. Instructor-Led history
 - b. Self-Study history
6. The page will refresh with the requested information.

E. Other functions will be added in the future; please continue to check the site.

REGISTRATION HANDBOOK – Students and Points of Contact (POCs)

This handbook provides students and POCs with the basic information for use of the NNSI Internet Registration Website.

Website centers explained

There are three centers in this Website. Each center serves a different purpose and audience.

General information center

This center provides users with general information about the Website, including the Instructor-Led catalog, Self-Study catalog, Class Schedule, General information and links. A user does not have to log into this center in order to use it.

Student center

This center provides all the features of the General information center as well as the ability for people to request a class and to view and print their request list, their course schedule, and their training history.

Point-of-contact center

This center provides the Points of Contact with the ability to approve/deny their student's requests, register a student for a course, view their students' schedules, and view their students training history as well.

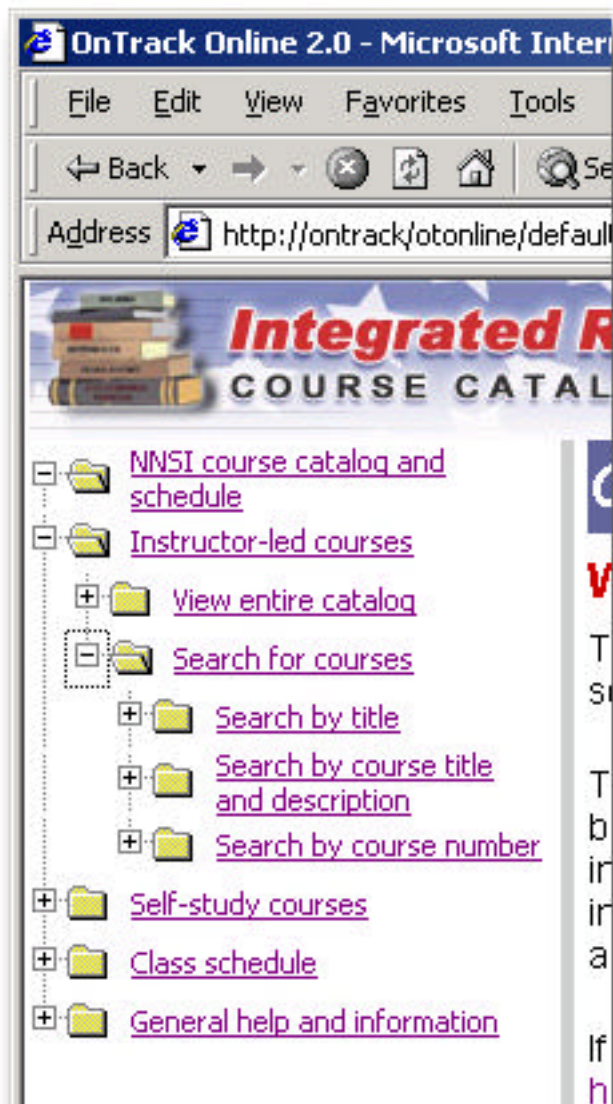
As the Website continues to mature, new features will be added.

Website functions explained

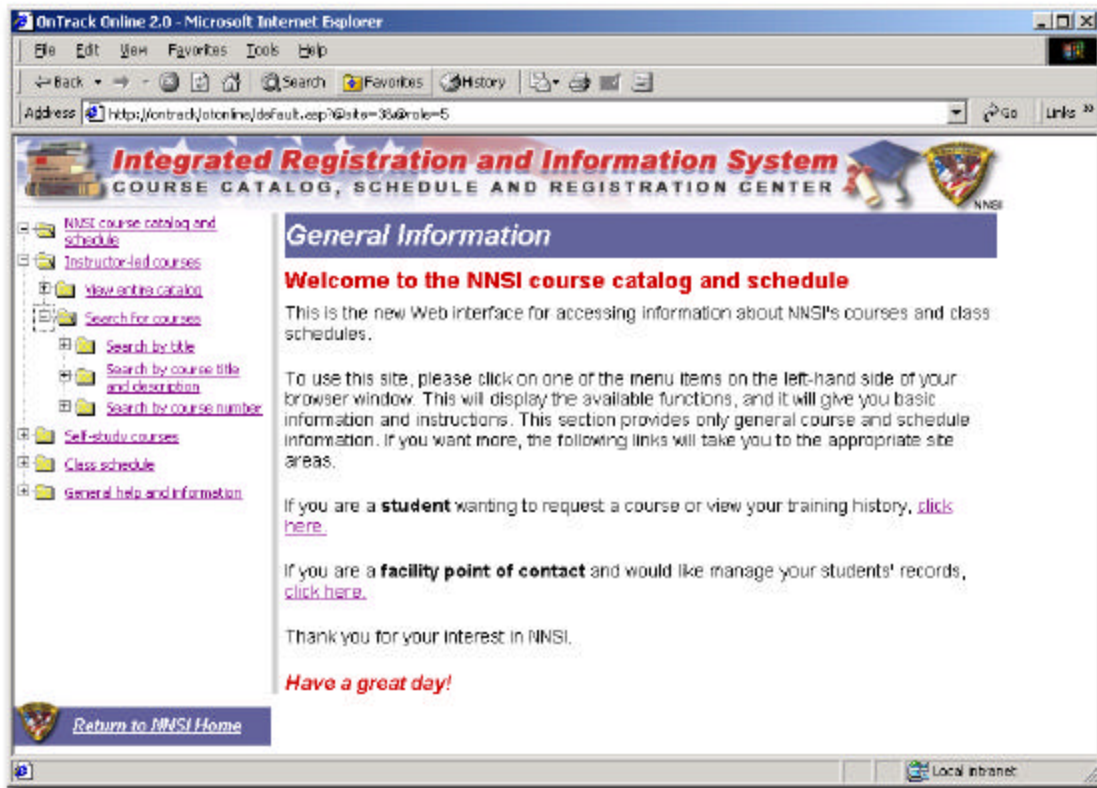
The following items are descriptions of the various aspects and functions of the Website.

How do I navigate to the page I want within the site?

Below is an example of the General information center's navigation tree.



Clicking on a folder will display the submenu items. Clicking on the text next to a folder will cause the associated page to appear. The following example displays the page that appears when you click on NNSI Course catalog and schedule.



This page will also provide links to the other three roles within this site.

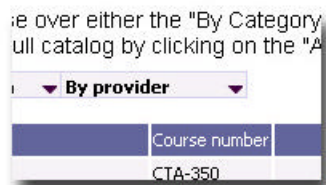
What are the blue and red arrows?

The blue and red arrows show the item that is currently selected (red arrow) and what items are not selected (blue arrow). To select an item, click on the blue arrow; when it changes color to red, the item has been successfully selected.



What do the buttons at the top of the page do?

The buttons on the top of the page look like this:



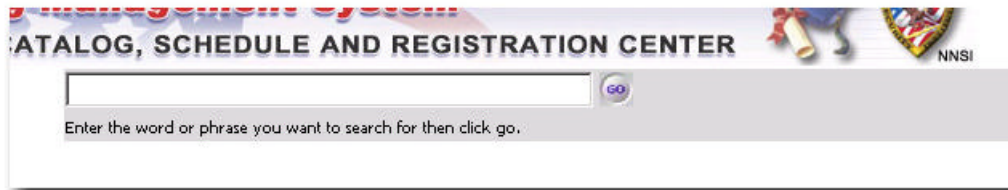
These buttons filter the list below them to help narrow down the class list. When they are moused over, a menu will appear:



When the text in this new menu is clicked, the list will be filtered by the selection. **Note:** At this time, if the filter chosen it does not have anything associated with it; nothing will be displayed.

How does the search function work?

The search function is located at the top of each search page.



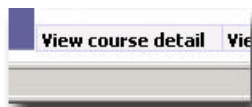
To use the search function, enter a word or phrase into the text box and click GO. The search function will then take the word or phrase and look for the exact match in the areas chosen. Example: To search for courses that have the word 'Basic' in their title and description, enter the word 'Basic' in the text field and click GO. If the list that is displayed is too long, add more text to narrow the search.

Note: At this time if the search phrase chosen does not have anything associated with it, nothing will be displayed.

What do the buttons at the bottom of the page do?

There are a variety of buttons located at the bottom of the page. Their functions are as follows:

View course detail



This button will redirect to a new page that displays more information about the course selected. The information displayed will contain the following pieces of information.

For Instructor-Led courses:

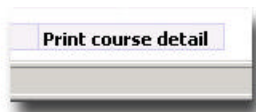
- Course number
- Course title
- Duration
- Description
- Topics
- Designed for
- Course outcomes
- Level
- Prerequisites
- Other requirements
- ACE credits

CEU hours
Minimum number of students required
Maximum number of students allowed

For Self-Study courses:

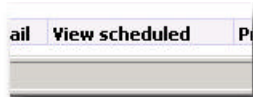
Course number
Course title
Duration
Description
Designed for
Course outcomes
Level
Prerequisites
ACE credits
CEU hours

Print course detail



This button will create a printable page. To print, right-click on the area to be printed and choose print.

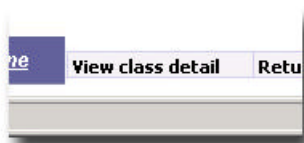
View scheduled



This button will redirect to a page displaying the currently scheduled classes for the course chosen.

Note: At this time if the course chosen does not have any classes scheduled with it, nothing will be displayed.

View class detail



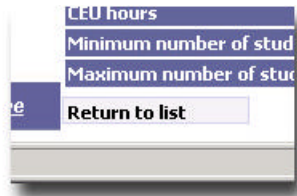
This button will display a new page providing more information about the class you have selected. The information displayed will contain the following pieces of information.

Course number

Course title
Lead instructor
Start date
End date
Start time
End time
Site
Location
Availability
Enrollment
Number of students registered
Maximum number of students
Number of students wait listed

This feature is only available for Instructor-Led courses.

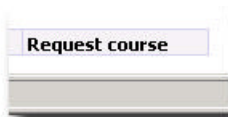
Return to list



This button will redirect the browser to the previous page.

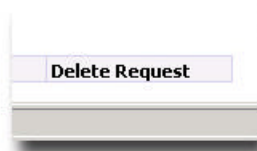
Note: The browser back button does not work as expected with this software program; by using the Return to list button the browser will behave as expected.

Request course



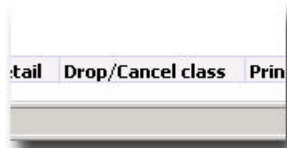
This button is only located in the Student center. This button is used to make a request for a class. After pressing this button, a series of input boxes will appear; answer the appropriate questions and the request will be made.

Delete request



This button is only located in the Student center. This button is used to delete a request for a course. After pressing this button, a series of input boxes will appear; answer the appropriate questions and the request will be deleted.

Drop/Cancel class



This button is only available in the Student center. This button is used to drop or cancel a class registration. After pressing this button, a series of input boxes will appear; answer the appropriate questions and the registration will be cancelled.

Register student



This button is only available in the Point-of-contact center. This button is used to register a student for a specific class. After pressing the button a series of input boxes will appear; answer the appropriate questions, and the student will be registered for that course.

Delete registration



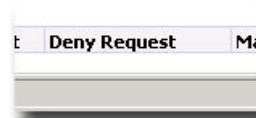
This button is only available in the Point-of-contact center. This button is used to un-register a student from a particular course. After pressing the button a series of input boxes will appear; answer the appropriate questions, and the student will be registered for that course.

Approve request



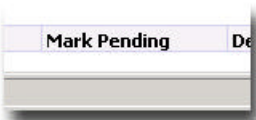
This button is only available in the Point-of-Contact center. This button is used to approve a student's request. After pressing the button a series of input boxes will appear; answer the appropriate questions, and the student will be registered for the requested class.

Deny request



This button is only available in the Point-of-contact center. This button is used to deny a students class request. After pressing the button a series of input boxes will appear; answer the appropriate questions, and the student's request will be denied.

Mark pending



This button is only available in the Point-of-contact center. This button is used to mark a student's class request as pending. After pressing the button a series of input boxes will appear; answer the appropriate questions, and the student's request will be marked pending. A POC might use this feature to Change a denial of request back to pending status if the POC decides to reconsider the request.

